

The Fine Print

- **Early Bird Discounted Rates** apply through 11:59 pm EDT on 4/18/19. After that date, regular fees apply.
- **Hotel Reservations:** When ACCI contracts with a conference hotel, the hotel sets goals for number of sleeping rooms used in return for meeting space. If ACCI does not *pick up enough sleeping rooms*, the association has to pay for *empty rooms* which will raise the registration fee the next year. Thank you for staying at the site hotel. Hotel information appears on the ACCI website Conference 2018 page in the Hotel Reservations row. Special circumstances? Contact the [ACCI Office](#).
- **We will not be able to refund the site hotel discount amount** if you do not enter the discount code in the correct place on the summary page *before* you enter payment information as seen [here](#). If the price does not get reduced by \$100, **STOP**. Contact the office immediately so we can help!
- **Payment** is due at the time of registration, or in the case of purchase orders, within 30 days of receipt of invoice from ACCI.
- **Cancellations** must be requested in writing (email is acceptable) and received (not postmarked) in our office by 5:00 pm EDT on Tuesday, April 30, 2019. A cancellation fee of \$75 will be assessed to cover our administrative costs. Written cancellations received May 10, 2019, or later will be assessed the cancellation fee plus the per person food service cost, a total of \$275 in food + \$75 administrative costs = \$350. "No Shows" will be billed the full registration fee. We do regret that we cannot offer refunds for "no shows" but will welcome substitutions without penalty, with written request. Of course, in special circumstances we will try to accommodate.
- **Know Before You Go** - A communication with last minute updates and information will be emailed to all registrants on or about May 6, 2019.

For More Information or to Ask Questions:

Jennifer Bijaczyk, Administrative Assistant

Or

Dr. Ginger Phillips, ACCI Executive Director

Phone ACCI Office: (727) 940-2658 x 2002

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